

COVER SHEET-(Due 15 March 2019)
2019 EXCELLENCE IN FEDERAL GOVERNMENT AWARDS PROGRAM

Include this cover sheet with the submission and photograph. (to check the category box – double click on box, select Default Value – Checked)

SEVEN CATEGORIES	
Please check the appropriate category below.	
Team Excellence	Federal Employee of the Year – Clerical and Assistant
Federal Leader/ Supervisor/Manager of the Year	Federal Employee of the Year – Trades and Crafts
Federal Employee of the Year – Professional, Administrative, Technical	Exceptional Community Service
	Mentor of the Year
AGENCY-SELECTEE'S INFORMATION	
Selectee or Group/Team/Agency's Full Name:	
Title	Grade or Rank: (If military, include branch of service)
Agency/Command:	
Agency's/Command's Mission:	
Office Address:	
Home Address: (For publicity purposes only)	
Office Telephone:	Fax:
Agency POC Email and Telephone (this is critical to have for questions on submissions/accomplishments)	
FEB MEMBER INFORMATION	
FEB Member's Name:	
Title:	
Agency/Command:	
Telephone:	
FEB Member's Signature:	
Attach Summary	
Must follow Format/Content guidelines in Section B (page 4)---- do not modify.	
SELECTEE'S RELEASE STATEMENT	
Release: "Under the provisions of the Privacy Act, I hereby authorize the use of personal information contained in the nomination by the Federal Executive Board for publicity and promotion for the 2019 Excellence in Federal Government Awards Program."	
Selectee's Signature:	Date:

NOTE: If selectee is unavailable to sign by award submittal date of 15 March 2019, agency may forward the signature NLT 31 March 2019. Submissions without an awardees' signature will be pulled from the awards program on 31 March 2019. Submit to: febawards@gmail.com.